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20 October 1952

MEMORANDUM FOR: Mr. [REDACTED] Chief, Classification & Wage Div. 25X1A9a
VIA : Mr. [REDACTED] Personnel Officer, FI 25X1A9a
FROM : Chief, RQM/OIS *JOS*
SUBJECT : Reclassification of Four OIS Positions

The RQM/OIS T/O was drawn up on the basis of predicting the Divisions duties, rather than from proveable experience. Minor modification now appears necessary. I therefore would appreciate action to reclassify the positions listed below:

SLOT NO.	PRESENT TITLE	PROPOSED TITLE
[REDACTED]	Administrative Assistant	EditorGS-7
[REDACTED]	Secretary (Steno)	<i>I.a</i> Research Analyst ..GS-5
[REDACTED]	Secretary (Steno).	<i>I.o.</i> Research Analyst ..GS-5
[REDACTED]	Secretary (Steno)	<i>I.o.</i> Research Analyst ..GS-5

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appd
Don
C/RQM
23 Oct 52

Dave:
Have discussed with [REDACTED]. This memo
follows his suggestion. He has discussed
with [REDACTED] and requests that after
leaving this memo come direct to him.

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TO :

FROM:

This request was discussed with Mr. [REDACTED] Deputy Chief Operational Intelligence Support Division, and in summary the duties of the positions are as follows:

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- (a) The Editor position will be responsible for the final review and editing of the special intelligence research studies and papers which are produced by the Research Panel for completeness, content clarity, conciseness, appropriateness of presentation, internal factual consistency, grammatical correctness, adequacy of tabular material, and will rewrite portions where content is not clear for better understanding. Also develop standard procedures for writing reports to ensure uniformity and supervises the control and reproduction of the above material.
- (b) The Intelligence Officer (Research Assistant) will conduct basic research and prepare preliminary studies on special intelligence subjects to aid the various area Specialists in the Research Panel who are responsible for producing special intelligence reports and operational support data. This will involve personal liaison and require working at the Library of Congress, CIA Library, and other places to collect data needed.

Recommend approval for the redesignation of the above positions.




[REDACTED]
4 Nov. 57
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OFFICE OR STAFF			OFFICE CODE	REQUEST DATE	Security Information DATE	CONTROL NO.	Page 1 of 2 Pages	
DD/P REQUIREMENTS STAFF			B	20 October 1952	1/2 Nov 1952	0000400180001-7		
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)	
<u>OPERATIONAL INTEL. SUPPORT DIVISION</u>			<u>OPERATIONAL INTEL. SUPPORT DIVISION</u>					
<u>Office of the Chief</u>		25X1A1a	<u>Office of the Chief</u>		25X1A1a			
Adm Assistant	GS-301-7		Editor	GS-0010-7				
<u>Operations Research Panel</u>			<u>Operations Research Panel</u>					
Secretary (Steno)	GS-318-5		Intel Officer	GS-132-5				
Secretary (Steno)	GS-318-5		Intel Officer	GS-132-5				
Secretary (Steno)	GS-318-5		Intel Officer	GS-132-5				
NEW OFFICE TOTALS			APPROVAL					
25X1A9a						Chief, Class. & Wage Div.		

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The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is

FORM NO. 30-25
MAY 1952

T/O CHANGE AUTHORIZATION

TITLE

(4-39)